

11/10/2019

## Grievances and Redressal Committee - Minutes

11/10/2019

Convenor of the committee welcome and discussed the following points

\* Discussed with all HODs about the status of discipline on regular basis.

\* Squad members are asked to perform their duties seriously. If duty is not performed properly, action will be taken according to that.

\* Committee members suggested to check suggestion box periodically so as to reduce the internal issues arising from students side.

The following members were present

1. Dr. R.S. Votrivel Principal convenor
2. S. Jeevitha HOD Member
3. R. Swathi HOD Member
4. D. Sumathi HOD/Asst. Prof Member
5. R. Manjula Asst. Prof Member
6. K. Narmadha Student Member
7. M. Vinitha Student Member
8. R. Ishwarya Student member.

## Action taken Report:

22/10/2019

- i) Discipline committee was framed and HODs are asked to take responsibilities of their department.
- ii) Student's Representative are asked to discuss their issues with tutors.
- iii) Suggestion box was opened once in a week and regularly checked.